

State of Georgia Office of the Inspector General

Directive 3-7-1

TITLE: OIG Records Retention
DATE: November 1, 2003
PURPOSE: To define OIG policy for records retention

1. General: OIG has a records management program as required by law (O.C.G.A. 50-18-94). All OIG records will be created, maintained, stored, transferred, archived and otherwise disposed of in accordance with state records policies.

II. Requirements:

A. OIG will implement all records management procedures and regulations as required by the state.

B. The Executive Assistant to the Inspector General is the OIG Records Management Officer.

D. The Records Management Officer will be responsible for archiving records, and developing strategies to eliminate duplicate records, unnecessary records and to review existing office and business practices regarding records management.

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